

## **BOARD MEETING MINUTES**

### **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

January 17, 2008

The Mississippi Department of Information Technology Services Board met in the 4<sup>th</sup> floor Class Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, January 17, 2008, at 1:30 P.M.

#### **Members Present:**

Derek Gibbs, Chairman

Cecil Watkins, Vice-Chairman

Steve Adamec

John Hairston

Thomas A. Wicker

#### **Staff Members Present:**

David L. Litchliter, Executive Director

Martha Pemberton, ISS Division Director

Lynn Ainsworth, ISS Division Deputy Director

Karen Newman, Education Services Division Director

Claude Johnson, Strategic Services Division Director

Mitchell Bounds, Data Services Division Director

Michele Blocker, Internal Services Division Director

Donna Nead Rogers, Special Assistant Attorney General

David Johnson, Accounting Manager

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Telecomm Services Division

Bill Roach, ISS Technology Consultant

Tina Wilkins, ISS Technology Consultant

Sheila Kearney, ISS Technology Consultant

Debra Spell, ISS Technology Consultant

Donna Hamilton, ISS Technology Consultant

Paula Conn, ISS Technology Consultant

Jane Woosley, ISS Technology Consultant

Gary LeBlanc, ISS Technology Consultant

Cheryl Crawford, Strategic Services Division

Gary Rawson, Strategic Services Division

Craig Orgeron, Strategic Services Division Deputy Director

Debra Brown, Strategic Planning Coordinator

Caren Brister, Strategic Services Division

Kevin Gray, Strategic Services Division

Others Present:

Derrick Lindsay, Mississippi Department of Education

Cille Litchfield, Mississippi Department of Finance & Administration

Roland Westbrook, Mississippi Department of Education

Dennis Bracken, AT&T

Deborah Brown, Mississippi Board of Pharmacy

Frank Gammill, Mississippi Board of Pharmacy

Becky Thompson, Mississippi Department of Finance & Administration

David Pitcock, Mississippi Department of Finance & Administration

Mark Hollingsead, Ciber

Mitt Salvaggio, Salvaggio, Teal & Associates

Nathan L. Frey, Salvaggio, Teal & Associates

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Agenda Item No. 1: Derek Gibbs directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on December 20, 2007.

On motion by Steve Adamec and second by Cecil Watkins that the minutes of the December 20, 2007 meeting be approved:

Motion carried; unanimously.

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Agenda Item No. 2: Sheila Kearney presented the evaluation and recommendation of proposals received in response to RFP No. 3542-36690 for the acquisition of consulting services for the **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA)**. The staffs of ITS and DFA jointly recommend the selection of Salvaggio, Teal, and Associates, as lowest and best vendor responding to RFP No. 3542, to provide consulting services for assessing the opportunities and risks associated with planning, designing, and acquiring an Enterprise Resource Planning (ERP) System for state government (Phase I), at a total 2-year life cycle cost not to exceed \$2,192,327.25.

On motion by John Hairston and second by Steve Adamec that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 3: Debra Spell presented the evaluation and recommendation of proposals received in response to RFP No. 3546-37346 for the acquisition of a Prescription Monitoring System for the **MISSISSIPPI BOARD OF PHARMACY (MBP)**. The staffs of ITS and MBP jointly recommend the selection of Optimum Technology, Inc. as the lowest and best vendor responding to RFP No. 3546, to provide a Prescription Monitoring System as proposed, with the addition of the optional PowerSearch module, at a total three-year life-cycle cost of \$531,473.68. MBP is also requesting that approval be granted to renew the contract for two successive one-year terms should MBP choose to continue using the hosting services of Optimum Technology, at a two-year cost of \$233,214.00. This additional approval will bring the total five-year life-cycle cost to \$764,687.68. On motion by Tom Wicker and second by Steve Adamec that the staff recommendation be approved: Motion carried; unanimously.

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Agenda Item No. 4: Donna Hamilton and Derrick Lindsay, MDE CIO, presented the recommendation to renew network support services awarded in response to Letter of Configuration Number 35422 issued November 4, 2004, based on General RFP No. 3363, to Ciber, Inc. for the **MISSISSIPPI DEPARTMENT OF EDUCATION (MDE)**. The ITS Board originally approved network support services in February 2005 for a three-year life-cycle cost of \$3,097,632.00. The staffs of ITS and MDE jointly recommend approval of the continuation of this Agreement for two (2) years in the amount of \$1,587,044.00 for network support services. With this continuation, the revised not-to-exceed total lifecycle cost of this project is \$4,684,676.00. On motion by John Hairston and second by Tom Wicker that the staff recommendation be approved: Motion carried; unanimously.

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Agenda Item No. 5: Debra Brown presented a briefing on the Mississippi Strategic Master Plan for Information Technology published by the **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)**. The staff of ITS requests Board Approval to proceed with the publication of this document.

On motion by Steve Adamec and second by John Hairston that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 6: Michele Blocker presented an overview of the **DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)** Annual Report for fiscal year 2007. Board approval is requested to proceed with the publication of this document.

On motion by Steve Adamec and second by John Hairston that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 6.5: Martha Pemberton presented a request for delegating to the ITS Executive Director approval of the award(s) for Letter of Configuration Number 37319 issued November 26, 2007, based on General RFP No. 3524, for the acquisition of Quality Assurance consulting services for the implementation of a statewide wireless communications system for the **MISSISSIPPI WIRELESS COMMUNICATION COMMISSION (WCC)**, Mississippi Wireless Information Network (MSWIN) project. The staffs of ITS and the WCC jointly recommend that the approval of the contract award(s) for this project, to be made on or before February 20, 2008, be delegated to the

ITS Executive Director at a combined total for the initial contract period not to exceed \$1,000,000.00. ITS and the WCC will report the specifics of the awarded contracts, including not-to-exceed amounts and specific information on scopes of work, to the ITS Board at its next regularly scheduled meeting.

On motion by John Hairston and second by Steve Adamec that the staff recommendation be approved:

Motion carried; unanimously.

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The Board acknowledged Agenda Item No. 7 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

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The Board acknowledged Agenda Item No. 8 regarding the *IT Consulting Services Report* for July 2007 through December 2007.

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On motion by Steve Adamec and second by Cecil Watkins that the following per diem and expenses be approved:

Steve Adamec - per diem and expenses for 1 day;

Board Meeting, January 17, 2008.

Derek Gibbs - per diem and expenses for 1 day;

Board Meeting, January 17, 2008.

John Hairston - per diem and expenses for 1 day;

Board Meeting, January 17, 2008.

Cecil Watkins - per diem and expenses for 1 day;

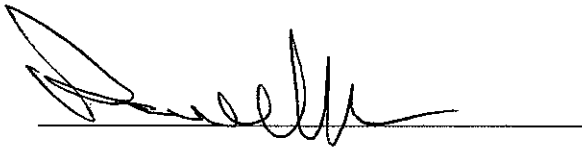
Board Meeting, January 17, 2008.

Thomas A. Wicker - per diem and expenses for 1 day;

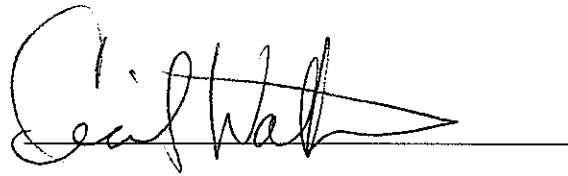
Board Meeting, January 17, 2008.

Motion carried; unanimously.

There being no further business, the meeting was adjourned.

A handwritten signature in black ink, appearing to read 'Derek Gibbs', written over a horizontal line.

Derek Gibbs, Chairman

A handwritten signature in black ink, appearing to read 'Cecil Watkins', written over a horizontal line.

Cecil Watkins, Vice-Chairman